

Procurement and Sourcing Services

Effective Date: February 17, 2012

Last Update/Revision:

Initiating Department: Procurement and Sourcing Services

Responsible Department: Information Technology

Authorizing Person: Chief Information Officer

Policy Number: P1617

Policy Name: Computers/Laptops

Purpose: To establish guidelines for the purchase of desktop computers and laptops.

Policy: University policy requires centralized procurement of computer equipment purchasing through the Information Technology and campus-based IT Operations Groups. A centralized purchasing scheme helps the division realize the following benefits:

- Enabling computer purchases to be reviewed and supported by IT qualified professionals
- Consolidate multiple purchases into large orders at lower costs of acquisition and deployment
- Maximizing value by working with preferred vendors
- Reducing total cost of ownership by purchasing standardized configurations
- Allowing IT staff to ensure machines are ready to use by staff when they are installed
- Facilitate software deployment and consistent configuration throughout University

The University has negotiated strategic purchasing contracts with select vendors and service providers. Utilizing preferred vendors helps ensure that the University receives the maximum value for its purchasing dollar. These contracts also include special access to warranty and other services that assist IT staff in fixing problems and lower the total cost of ownership of the equipment.

Purchases will be made with preferred vendors whenever possible. Quotes from alternate vendors will be solicited only when preferred vendors are unable to satisfy operational requirements for a purchase.

The IT Department maintains a standard desktop and laptop configuration that meet the general computing needs of most staff members. This standard configuration will be used in the absence of special requirements, with the goal of minimizing the number of models and configurations deployed in the division.

The IT Department has established standard desktop and laptop configurations "bundles" with Apple and Dell. Departments may purchase these bundles directly through the LIU Buy.

This Policy Applies to: All Departments

Procedure:	Departments must create a purchase order requisition and forward it to the IT Department. Departments that choose the preconfigured "bundle" may do so on line without IT approval.
Exceptions:	None
Forms:	Purchase Order Requisition